# Creative Writer Commands Quick Reference Summary

## Commodore 64

**Capacity:** 700 lines of text or approximately 23 double-spaced pages

**TO START:**

1. Insert your CREATIVE WRITER Diskette into the disk drive.
2. Type LOAD"*",8 and press RETURN.
3. When computer displays READY, type RUN and press RETURN.

**MAIN MENU:**

Enter option number and press RETURN to use option.

**0- NEW DOCUMENT** ■ Erases a document from computer memory so you can start a new one. Any text that has not been saved will be erased.

**1- LOAD DOCUMENT** ■ Lets you load a document you have previously stored on a disk. Type the document name and press RETURN.

**2- SAVE DOCUMENT** ■ Lets you save a document on a disk. Type the document name and press RETURN.

**3- DESTROY DOCUMENT** ■ Lets you destroy (erase) a document you have on disk. Type the document name and press RETURN.

**4- DISK CATALOG** ■ Displays a list of all the documents you have on disk. Also allows you to either load or destroy any of the documents listed. Place the cursor on the name of the document and press L for load or D for destroy.

**5- WRITE** ■ Allows you to write a document and change it easily. The Write Screen will also be displayed if you press function key f5.

**6- PAGE FORMAT** ■ Lets you change the default values for such things as page length, width, numbering, margins, etc. To change any value, move the cursor to the value to be changed, type over the displayed value shown under the heading CURRENT VALUE, and press RETURN.

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| **7- PREVIEW** | ■ Lets you preview what your document will look like before it is printed. For documents longer than one page, pressing the space bar displays the next page of the document. |
| **8- PRINT** | ■ Lets you print a document on your printer. Answer the questions displayed on the screen. When you have finished, you start printing by pressing the function key f2. |
| **9- UTILITIES** | ■ 1) Initializes a disk; 2) checks horizontal and vertical spacing of your printer; 3) shows how many lines of text you have entered into a document; 4) shows how much memory is still available. Enter the number of the utility desired and press RETURN. |
| **FUNCTION KEYS:** | |
| **f1- Enter COMMAND Mode** | ■ The COMMAND Mode allows for advanced editing of your document. You enter the COMMAND Mode from the WRITE Screen by pressing f1. Do not press RETURN. To execute one of the commands, press the appropriate key after pressing f1, move cursor to section to be edited, and press RETURN. |
| **COMMANDS:** | |
| **f1 INST/DEL** | ■ DELETE portions of text |
| **f1 shifted INST/DEL** | ■ INSERT text |
| **f1 RESTORE** | ■ Replace deleted text |
| **f1 c** | ■ COPY text in another place in the document |
| **f1 m** | ■ MOVE portions of text from one place to another |
| **f1 p** | ■ PLACE text which has been copied or moved |
| **f1 s** | ■ SEARCH for a word or group of words in the document |
| **f4** | ■ After text has been searched for and found, it may be replaced by pressing the f4 key. The REPLACEMENT String can be set by pressing the f6 key. |
| **f2-Display Page FORMAT Menu** | ■ While you're in Preview mode you can display the Page Format menu by pressing f2. |
| **f3-Display HELP LIBRARY** | ■ PROGRAM DISK MUST BE IN DISK DRIVE! Pressing f3 loads a HELP LIBRARY from the program disk. Move cursor to the feature you want HELP on, and press RETURN. |

**f4-REPLACE** ■ Lets you tell the computer what you are going to replace the SEARCH string with.(See f8) To use the f4 key, hold the SHIFT key while pressing f3.

**f5-Display WRITE Screen** ■ The f5 key will take you to the WRITE Screen. (See MAIN MENU, Option 5)

**f6-REPLACEMENT STRING** ■ Replaces a word or string of words indicated by the SEARCH command. To use the f6 key, hold the SHIFT key while pressing f5.

**f7-MAIN MENU Screen** ■ You can return to the MAIN MENU at any time by pressing f7.

**f8-SEARCH String** ■ Lets you search your document for the next place where the search string occurs. You must be in the WRITE Screen, press f1 and then s. The word SEARCH: will appear on the screen. Enter whatever you want to search for and press RETURN. Use f8 to continue your search.

**CONTROL KEYS:**

Formatting controls are initiated by holding the CTRL key down and pressing another key simultaneously. To complete the commands, press the RETURN key.

**NOTE: For keys CTRL B, J, L, R, S, T, and U you must continue to hold the CTRL key down while typing in any letters or numerals required by the command.**

**B** ■ To print BOLDFACE characters, place the cursor where you want boldface to begin and type CTRLb, then s (for start). Move the cursor to the place you want boldface to end and type CTRLb, then e (for end).

**C** ■ To CENTER a line between the margins, move the cursor to the beginning of the line and type CTRLc. Enter text to be centered and press RETURN.

**F** ■ FOOTERS are printed at the bottom of a page. To add one to your document, type CTRLf and enter the footer.

**H** ■ HEADERS print on the first line just below the top margin. To add one to your document, type CTRLh and enter the HEADER.

**I** ■ You CAN INCLUDE a saved report from FILER or CALC in the document you are writing. Move the cursor to the line where you want the report to be included, type CTRLi and enter the name of the report.

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| **J** | ■ This control key provides the option to change JUSTIFICATION of the right margin. Put the cursor where you want justification to begin and type CTRLj, then s (for start). Move the cursor to the place you want justification to end and type CTRLj, then e (for end). |
| **K** | ■ Type CTRLk to KEEP lines on the same page when it is important to do so. |
| **L** | ■ To set LEFT Margin, type CTRLl and type in the column number. |
| **N** | ■ The NEXT control key lets you link document files so they can be printed as one long document. Type CTRLn and enter the name of the document. Do this at the end of each document to be linked. |
| **P** | ■ Type CTRLp to start a new PAGE at any place in the text during printing. |
| **R** | ■ To set RIGHT Margin, type CTRLr and type in column number. |
| **S** | ■ To set the number of blank lines between text, type CTRLs and enter a number between 1 and 9. |
| **T** | ■ The TAB control lets you arrange data in columns. Type CTRLt and the column number, then type your text. |
| **U** | ■ To UNDERLINE characters, put the cursor where you want underline to begin and type CTRLu, then s (for start). Move the cursor to the place you want underline to end and type CTRLu, then e (for end). |
| **V** | ■ To imbed a VARIABLE into a form letter, type CTRLv wherever you want a variable to appear in the finished document. |
| **CTRL*** | ■ To add a COMMENT line to your document, type CTRL* and enter your comment. All text after the asterisk up to the end of the paragraph will be treated as a comment. |
| **RUN/STOP** | ■ Moves the cursor five columns to the right when the WRITE screen is displayed. |

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